

22	System Administration		
KDE Contact (Data Steward)	Cheri Meadows	Updated	7/18/13
Description	Standardized information on schools and districts that forms a foundation for the KSIS. School calendar set up requirements for the school term. There is a new federal requirement that districts have their own policy on what student registry information will include per FERPA.		
Data Standard Reg sites, data use, etc.	KRS 158.060 , KRS 158.070 , KRS 159.035 , 702 KAR 7:125 , 702 KAR 7:140		
How is data used	Registry Information, mailing labels and reports Data Sharing between systems: CIITS, Assist, P20		
Noted Changes for current year			
Available Ad-Hoc & Reports			
Available Training	Resource: USPS Abbreviations Campus Community: District Information ; School Information		
22A	District		
Campus Path:	System Administration Resources District Information		
<i>Please enter all information using upper <u>and</u> lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.</i>			

The screenshot shows a web form titled "District Information" with a "Save" button. The form is divided into several sections: "District Info", "Contact Information", and "Address". The "District Info" section includes fields for *Name (Knox County), *State District Number (301), State (KY), NCES DistrictID, District Contact First Name (Walter T.), District Contact Last Name (Hulett), *Phone ((606) 546-3157), Fax ((606) 546-2819), Email (walter.hulett@knox.kyschools.u), Type, URL, Region Number, Address (200 Daniel Boone Dr), City (Barbourville), State (KY), Zip (40906), County (Knox), Physical Address (200 Daniel Boone Dr), Physical City (Barbourville), Physical State (KY), and Physical Zip (40906).

District Contact Information

First Name: Enter legal first name of the superintendent

Last Name: Enter legal last name of the superintendent

Phone: Enter the district office phone number - Format: (###) ###-####

Fax: Enter the district office fax number - Format: (###) ###-####

Email: Enter the email address of the superintendent

Mailing Address:

Use standard USPS abbreviations

PO Box: NO PUNCTUATION, upper and lower case

City: Enter the city of the *mailing* address

State: Enter the state of the *mailing* address (system defaults to KY)

Zip Code: Enter the zip code of the *mailing* address

Physical Address: use standard USPS abbreviations - NO PUNCTUATION, upper and lower case

- Court - Ct

Data Standard – System Administration

- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

City: Enter the city for the *physical* address

State: Enter the state for the *physical* address (system defaults to KY)

Zip: Enter the zip code of district office's *physical* address

22B	School
Campus Path:	System Administration Resources School
<i>Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.</i>	

Data Standard – System Administration

School Detail	
*Name	*Location Number
DEWITT ELEMENTARY SC	170
NCES School Number	*Type
	01: Elementary
Standard Code (SIF StatePrid)	CEEB Number
State Classification	
A1: Principal or head teacher controlled school	
Course Catalog - Master List	
District Catalog	
*Phone	
(606) 542 - 4274 x	
Fax	
(606) 542 - 4279 x	
Email	Dual Enrollment
marcella.walker@knox.kyschoo	<input type="checkbox"/>
URL	
Principal Name	Principal Title
Marcie Walker	
Principal Email	
marcella.walker@knox.kyschoo	
Agency	
*Address	
P O BOX 9	
*City	*State
DEWITT	Kentucky
*Zip	
40930	
Physical Address	
P O BOX 9	
Physical City	Physical State
DEWITT	Kentucky
Physical Zip	
40930	
Comments	
FRYSC Center	
30104: DEWITT/FLAT LICK FRC*	
- Modified by: Unknown	
Food Service SiteID	
eTranscript School ID	

Name:

Official school name (Contact KDE for a new school assignment and KDE will push down the name.)

Location Number:

KDE will create the location number and push down the number to your district.

School Type:

Use the drop down menu to select the school type (Elementary, High School, Middle School, etc.)

State Classification:

This is a locked field that is populated by Infinite Campus with information provided by KDE. If changes are needed, please contact KDE.

Phone: Enter the school's phone number -Format: (###) ###-####

Fax: Enter the school's fax number - Format: (###) ###-####

Principal: Enter full legal name of the school principal

Principal Email: Enter the email address of the school principal

Mailing Address (use standard USPS abbreviations)

PO Box: NO PUNCTUATION, upper and lower case

City: Enter the city of the school's *mailing* address

State: Enter the state of school's *mailing* address (system defaults to KY)

Zip Code: Enter the zip code of school's *mailing* address

Physical Address (use standard USPS abbreviations): NO PUNCTUATION, upper and lower case

- Court - Ct
- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

City: Enter the city of school's *physical* address

State: Enter the state of school's *physical* address (system defaults to KY)

Zip Code: Enter the zip code of school's *physical* address

FRYSC Center: Select the appropriate center from the dropdown box

Title I: Title I information is now contained in the School History section of this tab. See separate document for more information regarding Title I.

DEWITT ELEMENTARY SCHOOL (170) School History	
Original Record	
Program Participation	
Title 1	Title III
Schoolwide Eligible - Targeted Assistance	<input type="checkbox"/>
USDA Programs	
School Breakfast Program (SBP)	National School Lunch Program (NSLP)
<input type="checkbox"/>	<input type="checkbox"/>
Provision	Provision Type
	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP
Provision Base	Provision End
Year	Year
- Modified by: EASTER, NICK 05/31/2012 07:43	

Targeted Assistance Eligible - No Program
 Targeted Assistance Program
 Schoolwide Eligible - Targeted Assistance
 Schoolwide Eligible - No Program
 Schoolwide Program
 Not a Title I School

22C	Attendance Codes
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Campus Path:	System Administration Attendance Attendance Codes
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AttendanceExcuse Detail	
*Code	AFD
*State Code	AFD:Armed Forces Day
*Description	Armed Forces Day
Status	Excuse
Absent	Excused

Code: Enter the Attendance Code as it should appear in the drop down menu

State Code: Select the appropriate State Code from the drop down menu

Description: Enter the description of the Attendance Code

Status: Select the appropriate Status (Absent, Present) from the drop down menu

Note: Tardy should not be selected; KY attendance is based on minutes absent/present

Excuse: Select the appropriate Excuse (Excused, Unexcused, Exempt) from the drop down menu:

Armed Forces Day = **AFD**; Status = **Absent**; Excuse = **Exempt**
 Armed Forces Rest and Recuperation = **AFR**; Status = **Absent**; Excuse = **Exempt**
 Athlete Tournament Attendance = **ATA**; Status = **Present**; Excuse = **Exempt**
 College Visit = **O:Other**; Status = **Absent**; Excuse = **Exempt**
 Educational Enhancement Opportunity = **EHO**; Status = **Absent**; Excuse = **Exempt**
 Field Trip = **O: Other**; Status = **Present**; Excuse = **Exempt**
 Home Hospital = **O: Other**; Status = **Present**; Excuse = **Exempt**

Suspension = **S: Suspended** ; Status = Absent; Excuse = **Unexcused****22D****Calendar****Campus Path:** System Administration | Calendar | Calendar | Calendar Tab

The screenshot shows the 'Calendar Info' form within a web application. At the top, there is a navigation bar with tabs: Calendar (selected), Grade Levels, Schedule Structure, Terms, Periods, School Months, Days, and Overrides. Below the navigation bar is a 'Save' button. The form itself is titled 'Calendar Info' and contains several fields and checkboxes. The 'Calendar ID' is 60, and the 'School' is '410 Knox Central High School (schoolID:10)'. The '*Name' field contains '11-12 Knox Central High School'. The '*Start Date' is '07/01/2011' and the '*End Date' is '06/30/2012'. There are input fields for 'Student Day (instructional minutes)' (405), 'Teacher Day (minutes)', 'Whole Day Absence (minutes)', and 'Half Day Absence (minutes)'. There are also checkboxes for 'Summer School', 'Exclude', and 'School Choice'. A 'Type' dropdown menu is set to 'I: Instructional'. There is a 'Require Student Assignment' checkbox which is unchecked. A 'Comments' text area contains the text 'rolling 01/20/2011 03:54 PM'.

Name: Name of the calendar for the school**Start Date:** Enter the start date of the fiscal year – ##/##/####**End Date:** Enter the end date of the fiscal year - ##/##/####**Note:** Date range should include all days in the calendar. Example; make-up days, professional days, etc.**Type:** Choose Instructional from the dropdown menu**22E****Grade Levels****Campus Path:** System Administration | Calendar | Calendar | Grade Levels Tab

Grade Level Detail

Name (locked)
00

*Sequence Number
6

*State Grade Level Code
00: Kindergarten

Standard Day
[]

Maximum Membership Days (<= instructional days)
[]

Whole Day Absence (minutes)
[]

Half Day Absence (minutes)
[]

Maximum Approved School Choice Applications
0

Kindergarten Code
FDK:Full Day Kindergarten

Exclude from cumulative GPA/Rank calculations
☐

Exclude from state reporting
☐

Exempt from Assignment
☐

Standard Code (SIF code)
[]

State Grade Mapping	
State Grade	Sequence #
14	0
95	1
96	2
97	3
98	4
99	5
00	6
01	7
02	8
03	9
04	10
05	11
06	12
07	13
08	14
09	15
10	16
11	17
12	18

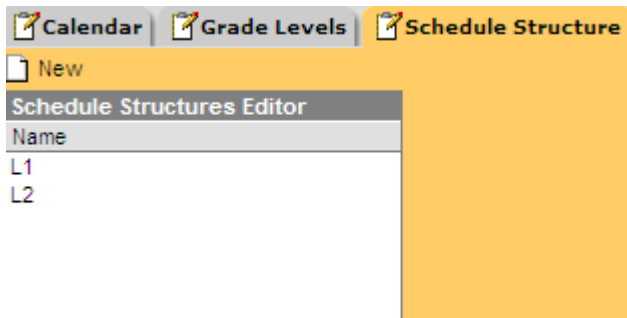
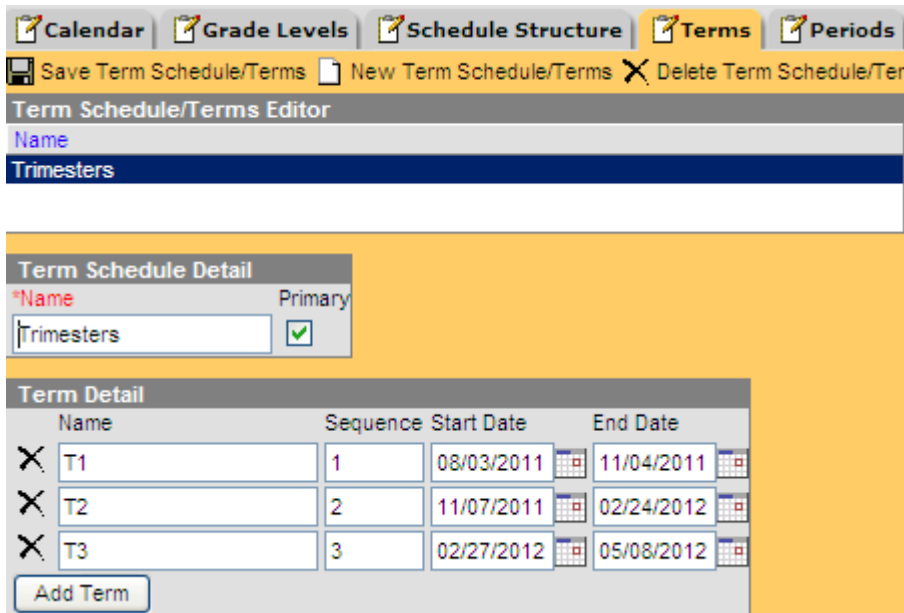
Name: Enter the grade name as you want it to appear in the system.

Sequence: Enter the sequence number as shown in the State Grade Mapping chart above.

State Grade Level Code: Verify each grade level is mapped to the appropriate state code.

This must be done for state reporting purposes.

Kindergarten Code: Select from the dropdown menu the type of Kindergarten offered at the school, if applicable. Options are Half-Day Kindergarten, Full-Day Kindergarten or Full and Half Day Kindergarten.

22F	Schedule Structure
Campus Path:	System Administration Calendar Calendar Schedule Structure
 <p>Schedule Structure Editor: To add a Schedule Structure Click New and add Schedule Name</p> <p>Schedule Structure Detail</p> <p>*Name</p> <p><input type="text"/></p>	
22G	Terms
Campus Path:	System Administration Calendar Calendar Terms
 <p>Term Name: Enter name of Term Schedule</p> <p>Term Detail: Enter name of Terms, Sequence, Start, and End Date. Terms must cover all instructional days in order for attendance reports to calculate correctly.</p>	

22H	Periods
Campus Path:	System Administration Calendar Calendar Periods

Calendar
Grade Levels
Schedule Structure
Terms
Periods
School Months

Save Period Schedules
New Period Schedule
Delete Period Sched/Periods

Period Schedule/Periods Editor

Name ▲

S1

PeriodSchedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
<input type="text" value="S1"/>	<input type="text" value="1"/>	380	405	405

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

Name	Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
✕ <input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="09:17 AM"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✕ <input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="09:17 AM"/>	<input type="text" value="10:34 AM"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✕ <input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="10:34 AM"/>	<input type="text" value="12:11 PM"/>	<input type="text" value="25"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✕ <input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="12:11 PM"/>	<input type="text" value="01:28 PM"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✕ <input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="01:28 PM"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✕ <input type="text" value="6ACTIVITY"/>	<input type="text" value="6"/>	<input type="text" value="02:45 PM"/>	<input type="text" value="02:46 PM"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Period Schedule: Enter the name of Period Schedule

Period Info: Enter the Name, Sequence, Start Time, End Time, and Non Instructional Time, if applicable, for each period. Mark if the period is a Non Instructional Period, if applicable.

Standard Day Box: Periods, with the Standard Day box checked, determine the length of the school day used for attendance calculations. Instructional periods can be outside the standard day, for example night classes or early bird classes.

Note: Start Time and End Time should be consecutive between periods. Non instructional time includes time during the day for lunch, recess and passing time that is in excess of 5 minutes.

221	School Months
Campus Path:	System Administration Calendar Calendar School Months

School Month Editor

Name	Seq	Start Date	End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/01/2011	08/26/2011			
Month 2	2	08/29/2011	09/23/2011			
Month 3	3	09/26/2011	10/21/2011			
Month 4	4	10/24/2011	11/21/2011			
Month 5	5	11/22/2011	01/02/2012			
Month 6	6	01/03/2012	01/30/2012			
Month 7	7	01/31/2012	02/27/2012			
Month 8	8	02/28/2012	03/26/2012			
Month 9	9	03/27/2012	04/30/2012			
Month 10	10	05/01/2012	05/09/2012			

School Month Detail

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
Month 1	1	08/01/2011	08/26/2011			

School Month Editor (Attendance Months): Add school months. Enter beginning and ending date of school calendar months; total should equal 20 days, excluding days marked:

- Other (M)
- Weather (W)
- Break (K)
- Makeup (U)
- Closed Due to Illness (I)

Note: Month 10 date ranges need to include all days in the calendar, including makeup days.

22J	School Days
Campus Path:	System Administration Calendar Calendar Days

The screenshot displays the 'Days' management interface. At the top, there are navigation tabs: Calendar, Grade Levels, Schedule Structure, Terms, Periods, School Months, and Days. Below these are action buttons: Save Day/Day Events, Delete Day/Day Events, Day Reset, Print, and Multi Day Event. The main area features a calendar for August 2011 with days 01 through 31. A 'Day Detail' form is open for the date 08/03/2011 (Day # 1). The form includes fields for Date, Period Schedule (S1), School Day (checked), Instruction (checked), Attendance (checked), Start Time, End Time, and Duration (0). A note states: 'The duration field will be calculated automatically'. There is also a Comments text area. Below the form is a 'Day Events' section with a table header (Type, Duration, Inst. Minutes) and an 'Add DayEvent' button.

Day Detail: Choose the day you want to edit and mark if the day is a School Day, Instruction Day, and/or Attendance Day

School Day, Instruction and Attendance checkboxes:

- For Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), and Disaster (D) days, only the School Day checkbox should be marked.
- For all days in which students are in attendance, the School Day, Instruction and Attendance checkboxes must all be checked
- For Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), and Other (M) days, none of the three checkboxes should be marked.

Start Time: Enter start time of shortened school day. **Note:** Time should only be entered if start time is different from Period Schedule for that day (e.g. One-hour delay).

End Time: Enter end time of shortened school day. **Note:** Time should only be entered if end time is different from Period Schedule for that day (e.g. Early Dismissal).

Duration: The duration will be calculated automatically from entries in the Start and End Time fields.

Day Events: To add a day event, choose Add Day Event and select the appropriate Event.

Non-attendance days: Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), Disaster (D), Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), Other (M)

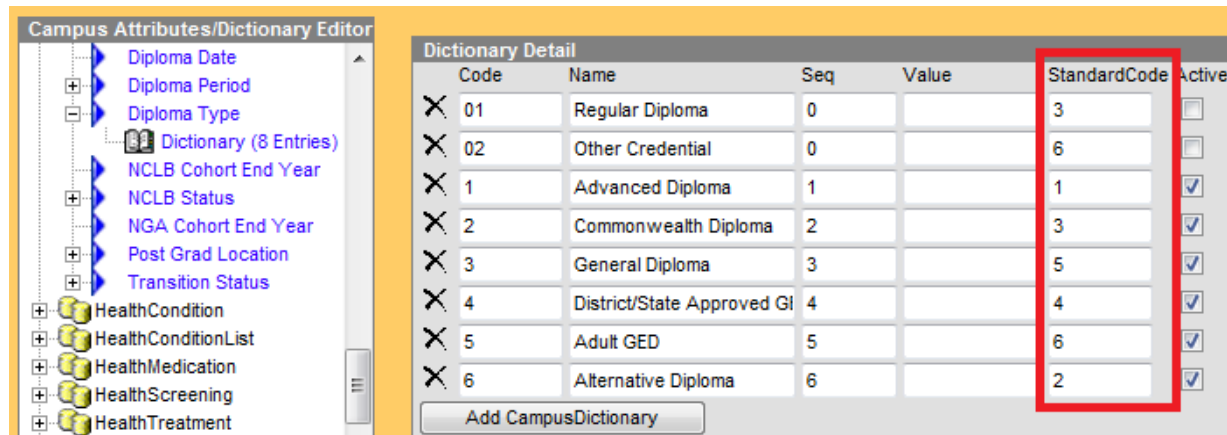
Attendance days: Regular (R), Low Attendance Weather SAAR (L)

22K

Diploma Codes

Campus Path: System Administration | Custom | Attribute Dictionary | Graduation | Diploma Types

Local diploma types must be mapped to state diploma codes in order for the non-academic report to work correctly.



The State Diploma codes are:

Standard Code	Diploma Name
1	Advanced Diploma
2	Alternative Diploma
3	Commonwealth Diploma
4	District/State Approved Secondary GED
5	General Diploma
6	Adult GED (formerly listed as Secondary GED)

Depending upon what type of other credentials are being used 6 may or may not be the correct code for **Other Credentials** (shown in screenshot).